



## NEBRASKA DEPARTMENT OF EDUCATION

### High Ability Learners

Nebraska Department of Education  
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Lincoln, NE 68509 -4987

High Ability Learners  
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These directions were last updated: August 28, 2012

This collection is found under the Data Collections tab in the NDE Portal website. To access this collection, you will need to get the Activation Code from your District Administrator for the High Ability Learners collection on the NDE Portal.

#### **SCOPE**

All Public Districts and ESU's having High Ability Learners need to report.

#### **DUE DATE**

The High Ability Learners reports are due on or before September 4<sup>th</sup>, 2012.

#### **DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION**

Click on the links to complete each form (Year-End Report, Budget Report, and Funds Application).

Each Part of this collection must be completed. This will put a green check mark under the corresponding STATUS column.

#### **Special Cases:**

No funding in the previous year: Year-End Report and Budget Report both must be saved, and it will mark no funds received. Funds Application must be filled out.

No funding in the current year: Year-End Report and Budget Report both must be filled out. Funds Application must be marked as "Non-Applying System."

New District: Year-End Report and Budget Report both must be filled out, and it will mark no funds received. Funds Application must be filled out.

Closed District: Year-End Report and Budget Report both must be filled out. Funds Application must be marked as "Non-Applying System."

## HOME

To navigate the website, click on the desired form. To return to the forms list, click on 'Home.'

## CHECK DATA

On each page, there is a 'Check Data' button. Click this button to check the data on the screen without saving.

## SAVE DATA

After completion of each page, click the 'Save Data' button. If you navigate away from the page without saving, no data will be saved.

When you have completed entering data, you can click on the **View Summary Report** button (on the main page of the collection) to see a summary of what was submitted for this collection. For a description of this report, see the end of these instructions.

## PRINT SUMMARY REPORT

Click on the 'View Summary Report' button on the Home page. At the top of the report, in the gray bar, click on the Save Button, and choose 'Acrobat (PDF) file. In the next window, choose 'Open' to view or print your report. Choose 'Save' to save a copy to your computer.

## SUBMISSION

Upon completing data, click on the **Submit** button. Once the collection has been submitted, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

Press the **View Summary Report** button and press the **Print Page** button to make a copy for your files. You do not need to submit this summary report.

## FORM INSTRUCTIONS

### Year-End Report

Programming Categories and Types: Check all categories and types that are used, and the grade levels for each category.

Assessment/Accountability Categories and Types: Check all categories and types that are used, and the grade levels for each category.

Click 'Save Data' before leaving this page.

## **Budget Report**

On this form, decimal values may be used.

Please enter the actual expenditures or encumbrances and fund sources for High Ability Learner Education, September 1, through August 31 of the budget year.

- A) Salaries
- B) Staff Development
- C) High-Ability Learner Activities
- D) Materials
- E) Equipment
- F) Other means gifted education expenditures that do not fit categories A through E.

G) Total High-Ability Learner Expenditures for System should equal at least 50% of the matching funds amount in the “Total State High-Ability Learner funds sent to the system” if you received base plus matching funds. This is a calculated field.

G) Total High-Ability Learner Expenditures for State should equal the “Total State High-Ability Learner funds sent to the district/system. This is a calculated field.

You may report this information on NDE Form 28-004 or as a computer printout from your accounting system (indicate with the checkbox below). Please check the appropriate box to indicate this information will not be entered into the online HAL system. Please email in your information in a timely fashion.

Click ‘Save Data’ before leaving this page.

## **Definitions**

Salaries - All Salaries are included, ie. HAL teachers and paras salaries.

Staff Development - includes paying expenses for conferences, paying registration fees, paying for a speaker for a district

High Ability Learner activities - includes, registration fees for students, specialized speakers, artists in residence

Materials - include practice materials for contests, professional development books for professional libraries, etc.

Equipment - could be technology that would be used in the delivery of instruction to HAL’s

Other - would be everything that could not be in the above categories.

## **Funds Application Form**

On this form, do not use decimal values. Please enter whole dollar amounts. See definitions at the end of this section.

Choose application type: Base and Matching Funds, Base Funds Only, or Non-Applying System.

Request for Base and Matching Funds: Use this form if you are applying for base and matching funds.

First complete the Administrator name and email and Contact name and email.

### **Part I – Request for Base and Matching Funds**

- 1) Base amount. This is an estimate of the base amount that all applying districts will receive. This amount is one-tenth of one percent of the appropriation of state funds.
- 2) Calculation of student count (The appropriation is based on identified students participating in an accelerated or differentiated curriculum program, up to ten percent of the prior year's fall membership)
  - a. Count of HAL Eligible Students from NSSRS – Source NSSRS Student Template - High Ability Learner Eligibility. See definition.
  - b. 10% of October Snapshot Count from NSSRS – Source NSSRS October Student Snapshot. See definition.
- 3) Matching Amount. The lesser count of line (a) or line (b) multiplied by the estimate of the pro rata share of the remainder of the appropriation  
(a) or (b) x \$66.00 This is a calculated field.
- 4) Total State Funds includes: (1) Base Amount and (3) Matching Amount. This is a calculated field.
- 5) Local Dollars. This amount must be 50% or more of (3). If your district exceeds this amount, please reflect that. A district must commit at least 50% of the state match to qualify for Matching Funds [Rule 3, Section 007.01 (3)]
- 6) Total Budget Funds includes (4) Total State Funds and (5) Local Dollars. This is a calculated field.

### **Part II – Proposed Budget for Fiscal Year Funds**

- 7) Budget proposal for salaries for certified, endorsed, or licensed personnel working with high-ability learners.
- 8) Budget proposal for staff development/training activities.
- 9) Budget proposal for activities associated with high-ability learner education (includes conferences, distance learning fees, testing costs, etc)
- 10) Budget proposal for supplies, materials.
- 11) Total Proposed Budget. This is a calculated field. This amount must equal or exceed Total Budget Funds (Line 11 >= Line 6)

Request for Base Funds only: Use this form if you are applying for base funds only.

First complete the Administrator name and email and Contact name and email.

#### Part I – Request for Base Funds Only

- 1) Base amount. This is an estimate of the base amount that all applying districts will receive. This amount is one-tenth of one percent of the appropriation of state funds.
- 2) Total State Funds includes: (1) Base Amount. This is a calculated field.

#### Part II – Proposed Budget for Fiscal Year Funds

- 3) Budget proposal for salaries for certified, endorsed, or licensed personnel working with high-ability learners.
- 4) Budget proposal for staff development/training activities.
- 5) Budget proposal for activities associated with high-ability learner education (includes conferences, distance learning fees, testing costs, etc)
- 6) Budget proposal for supplies, materials.
- 7) Total Proposed Budget. This is a calculated field. This amount must equal or exceed Total State Funds (Line 7 >= Line 2)

Non Applying System: Select this option if you are not applying for funds.

First complete the Administrator name and email and Contact name and email.


Click 'Save Data' before leaving this page.

#### **Definitions**

Count of HAL eligible students from NSSRS - Students are identified as High Ability Learner Eligible in NSSRS in the Student Template. A 'High Ability Learner Eligible' student list is available on the NSSRS Validations website under Verification Reports/Student/General and Miscellaneous. Any changes made to HAL Eligible students in the NSSRS Student Template will be available in the HAL application the next day.

10% of October Snapshot Count from NSSRS - Membership is the K-12 student count pulled from NSSRS with changes due to Unifications and Dissolutions. A 'Membership by Grade, Race and Gender' report is available on the NSSRS Validations website under Verification Reports/Student/Membership and Attendance. Make sure to only count K-12, and make changes for Dissolutions and Unifications.

#### **SUMMARY REPORT**

To print this report: Click on the Save icon . Choose 'Acrobat (PDF) file.' The next window will ask if you want to Open or Save the report. To Print, choose open. To save a copy on your computer, choose Save.

This is a multi-part report. Certain areas of this report are filled out with student data taken from NSSRS. This will be populated by NDE, and is not editable.

Contact Information: School District Contact Information is taken from NDE data sources. Superintendent Name and Email, and Contact Name and Email are entered into the Funds Application.

## **Year-End Report**

HAL Eligible and Participant Report: Sections A-E are taken from NSSRS student data.

- A) HAL Eligible - NSSRS Student Template - High Ability Learner Eligibility
- B) Percent = HAL Eligible / Membership - NSSRS October Student Snapshot
- C) HAL Participant - NSSRS Student Template - High Ability Learner Participant
- D) Percent = HAL Participant / Membership - NSSRS October Student Snapshot
- E) Grades that have HAL Participant Students in NSSRS

Academic Progress Report: Taken from NeSA student assessment results.

- A. Aggregate Achievement Test Scores - Source: NSSRS  
Average NeSA Reading and Mathematics scores for HAL students in each grade.  
ID & Served - HAL Students both Eligible and Participant  
Not Served - HAL Students Eligible, but not Participant
- B. Average GPS's – Not reported
- C. AP/Honors Participants - Source: NSSRS - Grades 9-12 only  
Count of HAL Eligible students who are also in "Honors or Advanced Placement" (Source NSSRS Student Template: Honors or Advanced Placement)  
# Part. in AP/Hon. - HAL Eligible Students who are also "Honors or Advanced Placement"  
#ID but not Part. - HAL Eligible Students who are not "Honors or Advanced Placement"

Programming Categories and Types: Taken from the Year-End Report form on the HAL online collection.

Assessment/Accountability Categories and Types: Taken from the Year-End Report form on the HAL online collection.

## **Budget Report**

Taken from the Budget Report form on the HAL online collection.

### **Funds Application**

Taken from the Funds Application Form on the HAL online collection.